

広報番号： Announcement No.	SRFJPMC-180-08
募集締切日： Closing Date	4 Nov 08 1 st Cut-off: 7 Oct 08 2 nd Cut-off: 21 Oct 08
発行日： Date of Issue	24 Sep 08

<p>8.提出するもの Application and Associated Documents</p>	<p>職務状況 Working Condition</p>
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<p>*<input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement</p> <p>*<input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience</p> <p>*の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either</p> <p><input type="checkbox"/> 運転免許証の写し Copy of Driver's License</p> <p><input type="checkbox"/> 修了証／証明書の写し Copy of Certificate</p> <p><input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)</p> <p><input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.)</p> <p><input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Alien Registration and Passport/Visa Copy</p>	
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9. 応募書類提出先 Office to Submit

内部（現 MLC/IHA 従業員）と外部（非従業員）では、提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。（HRO 日本人雇用課ゲート事務所カウンター下の応募用紙提出箱へは午前 6 時より、午後 6 時まで提出可能です。） Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement. (Application Drop Box under the HRO Gate Office counter is accessible from 0600 to 1800 at night.):

（注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員の場合、外部（非従業員）からの応募書類は無効となりますのでご注意ください。 When item #4, “Area or Consideration” above shows “Current MLC/IHA employees” only, Off Base applicants will be rated ineligible.

1. 内部（現 MLC/IHA 従業員）提出先 Current MLC/IHA Employees must submit to:

〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22
米海軍横須賀基地日本人雇用課 (N132) COMNAVFORJAPAN, Human Resources Office (HRO) Yokosuka
内線/Extension 243-8152 JN Employment Division (N132)

2. 外部（非従業員）提出先 Off Base Applicants must submit to:

〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka
(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA
管理第一係 Management Section

電話番号 Phone 046-828-6959

受付時間：月曜—金曜、0830-1730（日本の祭日を除く） Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) *雇用条件等のご質問はこちらにお問い合わせ下さい。 Please contact LMO/IAA for questions on conditions of employment.

10. 事務処理欄 For Official Use

募集部隊担当者 Activity POC: Ms. Satomi/Ms. Imaizumi 軍電 (DSN) 243-4553/243-4554

PD No.: SRFJPMC-112-002	PD is accurate and current. Certified by Activity: zv	HRO: mm 9/22 ms 9/23
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応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.

提出された応募書類はお返ししません Submitted applications will not be returned.

Task List: Administrative Specialist, #10-5 LAD: 3

The position is responsible to the Carrier Program Manager (C112) to provide analytical data & metrics in reviewing and analyzing SRF-JRMC, PSNS, and SHI business programs & processes, including operations, financial, workload forecasting budgetary metrics and programs of various departments. The generating/developing reports are not only weekly-basis (routine in nature) but also one-time-only special projects that require incumbent to consider the best approach and data to choose from various available sources for management to use as criteria to evaluate program effectiveness, predict future operations, progress and trends in operations for improvement. In order to perform the duties and assist managers, the incumbent must have throughout operations and programs of Code 112.

1. Metrics Development and Advance Planning/Execution Support (40%)

- a. Develop Advanced Planning metrics to support progress reporting to Naval Sea Systems Command (NAVSEA) and Puget Sound Naval Shipyard and Intermediate Maintenance Facility (PSNS-IMF). Develop and maintain Microsoft Access Data Base that uses information from the Naval Enterprise Maintenance Automated Information System (NEMAIS) and the Microsoft Project Integrated schedule to support Advanced Planning Metrics. Advanced Planning metrics include the Workload and Resources Report (WARR), Monthly SRF-JRMC Advanced Planning Briefs, and Integrated Schedule Development and Adherence Metrics. Metrics will be presented in Microsoft Power Point format.
- b. Develop Carrier Team One Metrics to support information flow to the Aircraft Carrier Community on the status of Aircraft Carrier Selected Restricted Availabilities. Metrics include: Cost Performance Index, Planning Product Development, Just Do • Adherence, Support Costs, Key Event Tracking, Quality Performance Index, Milestone Adherence, Cleanliness Satisfaction, Messing and Berthing Availability, Customer Surprise, New Work Jobs, New Work Mandays, Planning Additions, Planning Cancelled, Execution Additions, and Execution Cancelled. Information to develop the metrics will come from NEMAIS and information provided by Assistant Project Superintendents and Zone Managers.
- c. Ensures the most current versions of above metrics are available for Carrier Program Office and other users • reference in the form of hard copy and from the SRF-JRMC intranet web site/public folders/sharepoint.
- d. Assist in the development of Memorandums of Agreement (MOA) between SRF-JRMC, PSNS-IMF, NAVSEA, the Forward Deployed Naval Forces Aircraft Carrier and other tenant commands in support of Aircraft Carrier Maintenance.
- e. Draft written guidance in the form of strategies relative to program and logistic issues. Monitor and track the completion of Selected Restricted Availability Strategies. Strategies include but are not limited to: Plan for Planning, Communications, Job Readiness, Hot work and Fire watch, Cleanliness, Crane and Rigging, Diver and Cofferdam, Knowledge Capture, Work Control, Schedule Maintenance, Project Team Development, Tank Coordination, Temporary Services, Work Assist and Awards. All strategies will be available in the form of hard copy and from the SRF-JRMC intranet web site/public folders/sharepoint.

2. Reporting/Program Management (30%)

- a. Interface with various levels of management at SRF-JRMC, PSNS, SHI, and other personnel as needed to obtain required information and data.
- b. Review & analyze Carrier Program Office budget of approximately \$200,000 to include office supplies, travel and other miscellaneous needs of the Department.
- c. Coordinate, prepare, update, review and monitor the promulgation and execution of various programs & strategies.
- d. Analyze data submitted and/or received for accuracy, completeness and adequacy. Prepare, develop & maintain metrics to assist in analysis of the data.
- e. Prepare, develop and maintain budgets & financial reports and records. Develop and submit detailed reports based on the analysis of the data, include discrepancies found, problem resolution action taken and/or required to be taken, and recommendations for improvements. Make recommendation for improvement.
- f. Serve as central coordination point for release of Carrier Program Office related budgetary and financial reports and data to other departments via the Carrier Program Manager. Serve as liaison point on matters relating to Carrier Program financial, budgetary workload forecasting and statistical metric & reports.
- g. Develop graphs, charts, flow charts and other visual graphics for presentation of analytical findings, metrics and data. Collect, analyze and present statistical business data, metrics & analysis.
- h. Develop modifications and deviations to adapt new guidelines to meet operational and program requirements.

3. Secretary (30%)

- a. Refer to MLC Description, JD#193, 1-4.